

BOARD OF SUPERVISORS

Brown County

305 E. WALNUT STREET
P. O. BOX 23600
GREEN BAY, WISCONSIN 54305-3600



E-Mail BrownCountyCountyBoard@co.brown.wi.us

PHONE (920) 448-4015 FAX (920) 448-6221

"PUBLIC NOTICE OF MEETING"

Pursuant to Section 19.84 Wis. Stats., notice is hereby given to the public that the following meetings will be held

THE WEEK OF SEPTEMBER 17 – 21, 2012

MONDAY, SEPTEMBER 17, 2012

*3:00 p.m.	Housing Authority	Room 604, City Hall 100 N. Jefferson Street
*5:30 p.m.	Special Education & Recreation Committee	Room 200, Northern Building 305 E. Walnut Street

TUESDAY, SEPTEMBER 18, 2012

*1:30 p.m.	Emergency Medical Services Council	Ashwaubenon Village Bd Rm 2155 Holmgren Way
*5:00 p.m.	Veterans' Recognition Subcommittee	Room 201, Northern Building 305 E. Walnut Street

WEDNESDAY, SEPTEMBER 19, 2012

*6:45 p.m.	Special Executive Committee	Room 210, City Hall 100 N. Jefferson Street
*7:00 p.m.	Brown County Board of Supervisors	Legislative Rm 203, City Hall 100 N. Jefferson Street

THURSDAY, SEPTEMBER 20, 2012

*9:00 a.m.	Fire Investigation Task Force Board of Directors	Allouez Fire Department 135 Dauphin Street
*5:00 p.m.	Facility Master Plan Subcommittee	Room 201, Northern Building 305 E. Walnut Street
*5:15 p.m.	Human Services Board	Bd Rm A, Sophie Beaumont 111 N. Jefferson Street
*6:00 p.m.	Library Board	Southwest Branch Library 974 Ninth Street

FRIDAY, SEPTEMBER 21, 2012

(No Meetings)

Any person wishing to attend who, because of a disability, requires special accommodation, should contact the Brown County Human Resources Office at 448-4065 by 4:30 p.m. on the day before the meeting so that arrangements can be made.

AGENDA
BROWN COUNTY HOUSING AUTHORITY
Monday, September 17, 2012, 3:00 p.m.
City Hall, 100 N. Jefferson Street, Room 604
Green Bay, WI 54301

MEMBERS: Tom Diedrick–Chair, Rich Aicher–Vice Chair, Darlene Hallet, Ann Hartman, Ald. Andy Nicholson

APPROVAL OF MINUTES:

1. Approval of the August 20, 2012 minutes of the Brown County Housing Authority

COMMUNICATIONS:

2. Letter from Housing Authority Insurance Group regarding dividends received

REPORTS:

3. Report on Housing Choice Voucher Rental Assistance Program
 - A. Preliminary Applications
 - B. Unit Count
 - C. Housing Assistance Payments Expenses
 - D. Housing Quality Standard Inspection Compliance
 - E. Program Activity/52681B (administrative costs, portability activity, SEMAP)
 - F. Family Self-Sufficiency Program (client count, escrow accounts, graduates, new contracts, homeownership)
 - G. VASH Reports (active VASH, new VASH)
 - H. Langan Investigations Criminal Background Screening and Fraud Investigations

OLD BUSINESS:

4. Discussion and possible action on a request by Cardinal Capital Management to project base 52 vouchers for a veterans' housing project and Green Bay Veterans Project Section 8 Request
5. Discussion and possible action regarding the expiring HCV Contract between BCHA and ICS and alternative staffing options for the HCV Program

NEW BUSINESS:

6. Review and approval of Brown County Housing Authority 2013 Annual Agency Plan
7. Discussion and possible action regarding request from a BCHA downpayment loan recipient for forgiveness of loan

INFORMATIONAL:

8. Review of WAHA District IV Commissioner Training

BILLS:

FINANCIAL REPORT:

STAFF REPORT:

9. HUD's awarding of Project-Based Voucher Contract Administration has been suspended indefinitely.

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EDUCATION & RECREATION COMMITTEE

Patrick Wetzel, Chair

John Vander Leest, Vice-Chair

Erik Hoyer, John Van Dyck, Patrick Williams

Special EDUCATION & RECREATION COMMITTEE

Monday, September 17, 2012

5:30 p.m.

**Room 200, Northern Building
305 E. Walnut Street**

- I. Call to Order.
- II. Approve/Modify Agenda.

NEW Zoo and Park Management

- 1. To approve easement allowing the Town of Pittsfield to connect to the Mountain-Bay State Trail.

Other

- 2. Such other matters as authorized by law.

Pat Wetzel, Chair

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EMERGENCY MEDICAL SERVICES COUNCIL

Chair, Melissa Spielman

"PUBLIC NOTICE OF MEETING"

Pursuant to Section 19.84, Wis. Stats., notice is hereby given to the public that a regular meeting of the Emergency Medical Services Council will be held on

Tuesday, September 18, 2012 at 1:30 p.m.

(PLEASE NOTE DATE)

**Village of Ashwaubenon, Board Room
2155 Holmgren Way**

1. Call to Order.
2. Approve/Modify Agenda.
3. Approve/Modify Minutes of May 16, 2012.
4. Data gathering related to drug overdoses in Brown County, requested by BCSD.
5. Legal issues of forwarding patient release information to patient PCP.
6. Discussion regarding structure and function of Brown County EMS Council.
7. Medical Director's Report.
8. Training and Standards Work Group.
9. Statewide Committees and Task Force – Reports.
10. Other Business.
11. Public Comment and Such Other Matters as Authorized by Law.
12. Next Meeting – November 21, 2012.
13. Adjourn.

Chair, Melissa Spielman

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VETERANS SUBCOMMITTEE

Bernie Erickson, Chair

Sherry Steenbock, Vice Chair

Donald Bettine, Rosemary Desisles,
James Haskins, John Maino,
Troy Ness, Delores Pierce, Duane Pierce,
John Walschinski, Joe Witkowski

****Running Total of Veterans' Certificates: 1282**

VETERANS' RECOGNITION SUBCOMMITTEE

TUESDAY, SEPTEMBER 18, 2012

5:00 p.m.

**Room 201, Northern Building
305 E. Walnut Street**

1. Call Meeting to Order – CVSO Jerry Polus (Chair Erickson Unavailable)
2. Invocation by Jim Haskins.
3. Approve/Modify Agenda.
4. Approve/Modify Minutes of August 13, 2012.
5. OK to pay bills.
6. Evaluation of Military Appreciation Day at Brown County Fair.
7. Promoting Veterans' Day among employers and businesses.
8. Report from CVSO Jerry Polus.
9. Report from Committee Members Present (Bettine, Desisles, Haskins, Maino, Ness, Pierce, Steenbock, Walschinski & Witkowski).
10. Such other Matters as Authorized by Law.
11. Adjourn.

Bernie Erickson, Chair

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EXECUTIVE COMMITTEE

Tom Lund, Chairman
Patrick Moynihan, Jr., Vice-Chairman
Steve Fewell, Patrick Wetzel, Patrick Evans
Bernie Erickson, Patrick Buckley

SPECIAL
EXECUTIVE COMMITTEE
Wednesday, September 19, 2012
6:45 p.m.
Room 210, City Hall
100 North Jefferson Street

- I. Call meeting to order.
- II. Approve/modify agenda.

Resolutions, Ordinances

1. Resolution Authorizing the Issuance and sale of \$[3,900,000] General Obligation Airport Refunding Bonds, Series 2012B (AMT).
2. Resolution Authorizing the Issuance and Sale of \$[3,365,000] General Obligation Refunding Bonds, Series 2012C.

Request to Fill

3. Request to Fill Assistant Corporation Counsel Position to handle CHIPS.
4. Such other matters as authorized by law.

Tom Lund, Chair

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BOARD OF SUPERVISORS

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PATRICK W. MOYNIHAN JR., CHAIR

THOMAS J. LUND, VICE CHAIR

PUBLIC NOTICE OF MEETING

Pursuant to Section 19.85 and 59.094, Wis. Stats., notice is hereby given to the public that the regular meeting of the **BROWN COUNTY BOARD OF SUPERVISORS** will be held on **Wednesday, September 19, 2012 at 7:00 p.m.** in the Legislative Room 203, 100 North Jefferson St., Green Bay, Wisconsin.

The following matters will be considered:

Call to order.

Invocation.

Pledge of Allegiance to the Flag.

Opening Roll Call.

1. **Adoption of Agenda.**
2. **Comments from the Public:**
 - a) Must be limited to items not on the agenda.
 - b) State name and address for the record.
 - c) Comments will be limited to five minutes.
 - d) The Board's role is to listen and not discuss comments nor take action of those comments at this meeting.
3. **Approval of Minutes of August 15, 2012.**
4. **Announcements of Supervisors.**
5. **Communications: (None)**
 - a) Late Communications.
6. **Appointments:**

Board of Supervisors Committee as a Whole

 - a) Confirmation of Appointment of Allan S. Jamir as County Board Supervisor District 18.
 - b) Administer Oath of Office to District 18 Supervisor.

County Executive

 - c) Appointment/Confirmation of Dean Haen as Port and Solid Waste Director.
 - d) Appointment of Dave Landwehr to Solid Waste Board.
7. **Reports by:**
 - a) County Executive.
 - b) Board Chairman.
8. **Other Reports:**
 - a) Treasurer's Financial Report for the Month of May, 2012.
 - b) Treasurer's Financial Report for the Month of June, 2012.

9. **Standing Committee Reports:**

- a) Report of Administration Committee of August 23, 2012.
- b) Report of Education & Recreation Committee of September 6, 2012.
 - i) Report of Special Education and Recreation Committee of September 17, 2012.
- c) Report of Executive Committee of September 10, 2012.
 - i) Report of Special Executive Committee of September 19, 2012.
- d) Report of Human Services Committee (No meeting, no report).
- e) Report of Planning, Development & Transportation Committee of August 27, 2012.
 - i) Report of Land Conservation Subcommittee of August 27, 2012.
- f) Report of Public Safety Committee of September 5, 2012.

10. **Resolutions, Ordinances:**

Executive Committee

- a) Resolution Authorizing the Issuance and sale of \$[3,900,000] General Obligation Airport Refunding Bonds, Series 2012B (AMT). *Motion pending Special Exec Cmte.*
- b) Resolution Authorizing the Issuance and Sale of \$[3,365,000] General Obligation Refunding Bonds, Series 2012C. *Motion pending Special Exec Cmte.*
- c) Resolution Asking Brown County Housing Authority Take Immediate Action to Stabilize the Situation with Integrated Community Solutions. *Motion at Exec: To approve.*
- d) Resolution Requesting the County Executive prepare a 2013 Budget Reflecting a Freeze or Lowering of Property Taxes for Brown County Taxpayers. *Motion at Exec: Receive and place on file.*
- e) Resolution Granting Authority to Pay Additional Compensation to Brown County Employees. *Motion at Exec: To approve.*

Executive Committee and Public Safety Committee

- f) Resolution re: Change in Table of Organization Human Services (Psychiatric Nurse). *Motion at Public Safety: To approve; Motion at Exec Cmte: To approve.*

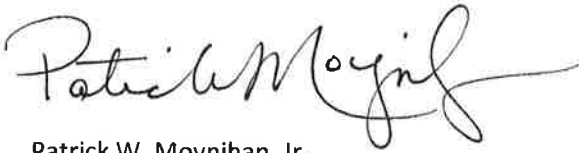
Planning Development & Transportation Committee

- g) Resolution Appointing Patrick Ford as County Surveyor to Perform the Duties under Wisconsin Statutes 59.45(1) and 59.74(2). *Motion at PD&T: To approve.*
- h) Resolution Adopting the Brown County Farmland Preservation Plan Ordinance. *Motion at PD&T: To approve the Resolution adopting the Brown County Farmland Preservation Plan Ordinance.*
- i) An Ordinance Creating Section 42 of the Brown County Code Entitled "Farmland Preservation Plan". *To approve the Ordinance to create Chapter 42 of the Brown County Code adopting the Farmland Preservation Plan.*
- j) An Ordinance Amending Schedule A of the Brown County Code Entitled "Speed Limits". *Motion at PD&T: To approve.*
- k) Resolution Establishing Solid Waste Management Services Agreements and Contracts. *Motion at PD&T: To approve.*

11. **Closed Session:** Pursuant to Wis. Stats. § 19.85(1)(e) for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. (Labor negotiations)

12. Such other matters as authorized by law.
13. Bills over \$5,000 for period ending August 31, 2012.
14. Closing Roll Call.
15. Adjournment to Wednesday, October 17, 2012 at 7:00 p.m., Legislative Room, 100 N. Jefferson Street, Green Bay, Wisconsin

Submitted by:

A handwritten signature in black ink, reading "Patrick W. Moynihan, Jr." with a stylized, cursive script.

Patrick W. Moynihan, Jr.
Board Chairman

Notice is hereby given that action by the County Board of Supervisors may be taken on any of the items which are described or listed in this agenda. The County Board of Supervisors may go into Closed Session: Pursuant to Wis. Stats. § 19.85(1)(e) to deliberate or negotiate the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.

**BROWN COUNTY FIRE INVESTIGATION TASK FORCE
BOARD OF DIRECTORS**

AGENDA

A meeting of the Board of Directors of the Brown County Fire Investigation Task Force will be held on Thursday, September 20, 2012, at 9:00 a.m., at the Allouez Fire Department, 135 Dauphin Street, Green Bay, WI.

- ITEM #1. Adoption of the Agenda.
- ITEM #2. Review Minutes of Meeting of March 15, 2012.
- ITEM #3. Report of Monthly Activities of the Fire Investigation Unit.
- ITEM #4. Report of the General Membership President.
- ITEM #5. Old Business.
 - A. Disposition of Case Proceedings.
 - B. Review Bylaws and Operating Guidelines.
- ITEM #6. New Business.
 - A. Procedures for Records Retention.
- ITEM #7. Report of Juvenile Firesetter Program Coordinator.
- ITEM #8. Other Matters.
- ITEM #9. Set Date, Time, and Location of Next Meeting.
- ITEM #10. Adjourn.

Robert Kiser, Chairperson of the Board
Brown County Fire Investigation Task Force

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Brown County



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FACILITY MASTER PLAN COMMITTEE

Bill Clancy, Chairman
Tom Sieber, Vice Chairman
Patrick W. Moynihan, Jr., Pat Wetzel, Pat Buckley

FACILITY MASTER PLAN SUBCOMMITTEE

Thursday, September 20, 2012

5:00 p.m.

**Room 201, Northern Building
305 E. Walnut Street**

1. Call to Order.
2. Approve/Modify Agenda.
3. Approve/Modify Minutes of July 19, 2012.
4. Comments from the Public.
5. Communication from Supervisor Sieber re: Create a database of under-utilized County assets.
Referred from June County Board.
6. Continued discussion of Brown County's safety plan. *Held from last meeting.*
7. Update on former Mental Health Center building.
8. Report of the Planning Director.
9. Report of the Facility Management Engineer.
10. Such other matters as authorized by law.

Notice is hereby given that action by the Committee may be taken on any of the items which are described or listed in this agenda.

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BROWN COUNTY HUMAN SERVICES

111 N. Jefferson Street
P.O. Box 22188
Green Bay, WI 54305-3600



Phone (920) 448-6005 Fax (920) 448-6126

Brian Shoup, Executive Director

MEETING OF THE HUMAN SERVICES BOARD Thursday, September 20, 2012

**SOPHIE BEAUMONT BUILDING, BOARD ROOM A
111 NORTH JEFFERSON, GREEN BAY, WI 54311
5:15 P.M.**

AGENDA

1. Call Meeting to Order.
2. Approve/Modify Agenda.
3. Approve Minutes of August 16, 2012 Human Services Board Meeting.
4. Executive Director's Report.
5. Financial Report for Community Treatment Center and Community Programs.
6. Policy Development Issue: Local Alternatives to State Correctional Placements.
7. *Statistical Reports.
 - a. Monthly Inpatient Data – Community Treatment Center.
 - b. Monthly Inpatient Data – Bellin Psychiatric Center.
 - c. Child Protection – Child/Abuse/Neglect Report.
 - d. Monthly Contract Update.
8. *Approval for New Non-Continuous Vendor.
9. *Request for New Vendor Contract.
10. Other Matters.
11. Adjourn Business Meeting.

**Note: attached as written reports*

Notices:

Notice is hereby given that action by the Human Services Board may be taken on any of the items, which are described or listed in this agenda.

Please take notice that additional members of the Board of Supervisors may attend this meeting of the Human Services Board, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.

Any person wishing to attend the Human Services Board meeting who, because of a disability, requires special accommodations, should contact the Human Services Department at (920) 448-6006 by 4:30 p.m. on the day before the meeting so that arrangements can be made.



LIBRARY

515 PINE STREET
GREEN BAY, WISCONSIN 54301-5194

PHONE (920) 448-4400 Ext. 351
FAX (920) 448-4364

LYNN M. STAINBROOK
DIRECTOR

E-MAIL Stainbrook_LM@co.brown.wi.us
WEBSITE www.browncountylibrary.org

BROWN COUNTY LIBRARY BOARD

NOTE LOCATION:

**Brown County Southwest Branch Library
974 Ninth Street, Green Bay**

Thursday, September 20, 2012


6:00 p.m.

AGENDA

1. Approve/modify agenda
2. Minutes, Information Services Report, bills and communications
3. Open forum for the public
4. Facilities Report
5. Accountant's report
 - a. Financial report
 - b. Acceptance of gifts, grants and donations
6. Budget
7. Library Board Retreat
8. Library Goals Update
9. County Board Survey
10. Report of Work Rules Committee
 - a. Approve Updated Policies
 - N_7 Vacation
 - N_8 Employee Leave (holidays)
 - N_9 Personnel Policies
 - b. Approve New Policies
 - N_11 Employment Practices
 - c. Approve Job Descriptions
 - Technical Services Clerk
 - Maintenance Worker
 - Maintenance Mechanic
 - Teen Librarian
 - Reference Librarian
 - IT Librarian
 - Local History Librarian
 - Branch Coordinator
 - Collection Development Manager
 - Facilities Manager
 - Library Automation and Finance Services Manager
 - Library Operations Manager

11. Approve Revisions to 2012 Library Closing Schedule
12. Closed session pursuant to Section 19.85 (1) (c) WI Statutes, for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility – considering performance evaluation data. No action required.
13. Return to Open Session
14. Nicolet Federated Library System
 - a. Monthly update
15. President's report
16. Director's report
17. Such other matters as are authorized by law
18. Adjournment

Notice is hereby given that action by the committee may be taken on any of the items which are described or listed in this agenda.


Terry Watermolen
President





SEPTEMBER 2012

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
2	3	4	5 Public Safety 5:30 pm	6 Ed & Rec 5:30 pm	7	8
9 	10 Executive Cmte 5:30 pm	11	12	13 	14	15
16	17 Special Ed & Rec 5:30pm	18 Vets Recognition Subcommittee 5:00 pm	19 Special Exec 6:45p Board of Supervisors 7:00 pm	20 Facility Master Plan SubCommitte 5:00 pm	21	22 <i>Autumn begins</i>
23	24 *Land Con 5 pm	25 EMS 1:30 pm CJCB 3:30 pm *PD&T 5:30pm	26 Human Svc 6:00 pm	27 Admin 5:00 pm	28	29
30 	<p>* Land Conservation Subcommittee will be meeting on their normal date – Monday, September 24th @ 5pm The Annual Fall Tour will follow at approximately 5:30pm. * Planning, Development & Transportation will be held the following day, TUESDAY, September 25th in the UW-Extension Auditorium at 5:30pm</p>					



OCTOBER 2012

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1	2	3 Public Safety 5:30 pm	4 Ed & Rec 5:30 pm	5	6
7	8 Executive Cmte <i>Tentative- Columbus Day</i> 5:30 pm	9	10	11	12	13
14	15 Ed & Rec Cmte <i>Budget Mtg</i> 5:30pm	16 Vets Recognition Subcommittee 5:00 pm	17 Board of Supervisors 7:00 pm	18 Facility Master Plan SubCommitte 5:00 pm	19	20
21	22 Land Con 6 pm Plan Dev & Trans 6:30 pm <i>Budget Mtgs</i>	23 Human Svc <i>Budget Mtg</i> 5:30 pm @ ASPIRO	24	25 Admin <i>(Budget-Tentative)</i> 5:00 pm	26	27
28 	29 Executive Cmte <i>Budget Mtg</i> 5:30 pm	30 Crim. Justice Coord. Board 3:30 pm	31  HALLOWEEN			

BROWN COUNTY COMMITTEE MINUTES

- **Fire Investigation Task Force** (June 14, 2012).
- **Housing Authority** (August 20 2012).
- **Local Emergency Planning Committee** (July 10, 2012) (August 1, 2012).
- **Transportation Coordinating Committee** (June 11, 2012 & (Draft) September 10, 2012)

To obtain a copy of Committee minutes:

http://www.co.brown.wi.us/minutes_and_agendas/

OR

Contact the Brown County Board Office or the County Clerk's Department

PROCEEDINGS OF THE BROWN COUNTY FIRE INVESTIGATION TASK FORCE

BOARD OF DIRECTORS

A meeting of the Board of Directors of the Brown County Fire Investigation Task Force was held on June 14, 2012, at 9:00 a.m., at the Allouez Fire Department, 135 Dauphin St., Green Bay, WI.

Present: Bob Kiser, Mike Nieft, Neil Cameron, Kevin Tielens, Brad Muller, Tom Hendricks

Excused: Rick Davidson, Glenn Deviley, Larry Mours, Tom Vandenack, Todd Delain,
Robert Goplin

Absent: David Lasee, Jim Arts, Derek Beiderwieden, Eric Dunning, Ed Janke, Nick Craig,
Karl Fleury, Kevin Heimerl, Larry Wilson

There was not a quorum. Therefore, the meeting was cancelled. The next meeting was set for Thursday, September 20, 2012, at 9:00 a.m., at the Allouez Fire Department.

Respectfully submitted,

Marsha Laurent
Recording Secretary

MINUTES
BROWN COUNTY HOUSING AUTHORITY
Monday, August 20, 2012, 3:00 p.m.
City Hall, 100 N. Jefferson Street, Room 604
Green Bay, WI 54301



MEMBERS PRESENT: Tom Diedrick–Chair, Rich Aicher–Vice Chair, Darlene Hallet, Ann Hartman

MEMBERS ABSENT: Ald. Andy Nicholson

OTHERS PRESENT: Rob Strong, Robyn Hallet, Matt Schampers, Ka Vang, John Heugel, Chip Law, DonElla Payne, Matt Roberts, Kim Houlton, Micheal Kadow, Dave Wouters, Harry Maier, Dan Process, Brent Miller, Patrick Faulds, Wendy Bushman, Ben Fauske, Victoria Parmentier, Kelly Runge, Adam Younke, Bree Decker, Lisa Anderson, Nicole Tiedt, Courtney Lindsley, Greg Geiser, Jamie Perttu, Dawn Dewitt, Lori DeGrave, Randall Gast, Troy Streckenbach, Tom Kniola

Due to the number of people from the public in attendance, introductions were made of all Authority members and others at the table.

APPROVAL OF MINUTES:

1. Approval of the June 23, 2012 minutes of the Brown County Housing Authority

A motion was made by A. Hartman, seconded by D. Hallet to approve of the June 23, 2012 minutes of the Brown County Housing Authority. Motion carried.

T. Diedrick requested that the agenda order be changed to take item #2 next, then item #6, followed by item #5, and item #3 last. Items #4 and #7 would be tabled to a future meeting.

A motion was made by R. Aicher, seconded by D. Hallet to approve the changes to the agenda. Motion carried.

COMMUNICATIONS:

2. Letter from Brown County Executive and Chairman of the Board of Supervisors regarding decision to assume management of the Housing Choice Voucher Program

T. Diedrick stated that the letter from the Brown County Executive and Chairman of the Board of Supervisors regarding decision to assume management of the Housing Choice Voucher Program was received and will be placed on file.

R. Hallet reported two late communications: a letter to the BCHA Commissioners from R. Gast regarding item #6, and a letter from Astar Capital Management informing the BCHA about the upcoming renovations to Green Bay Family Apartments on Lime Tree Terrace and Parkview Terrace.

6. Request by ICS to respond to BCHA's decision to take the HCV Program "in-house"

T. Diedrick invited R. Gast to speak. R. Gast introduced himself as an attorney with Hanaway Ross Law Firm, an Allouez Village Trustee, and Chairman of Integrated Community Solutions' (ICS) Board. He explained the history of ICS and its predecessor, the Housing Allowance Office, as part of the experimental housing allowance program in the early 1970s and thus ICS' administration of the Housing Choice Voucher Program for 40 years. He introduced the members of the ICS' Board of Directors: D. Wouters, K. Runge, M. Kadow, J. Muenster, K. Houlton, B. Fauske, and a former ICS Board member, H. Maier. He noted that ICS consistently receives high performance ratings from HUD and typically operates under budget. He stated that ICS is probably the only corporation in Northeast Wisconsin that has experience with administering the HCV Program. He explained that ICS has established other programs, such as Family Self Sufficiency and Leaving Homelessness Behind that fulfill their non-profit mission of moving people from dependency upon assistance programs to independence. He referred to the handout that was distributed, pointing out ICS values and the ancillary programs that ICS administers. He explained the for-profit arms that ICS has added, including Personnel Connection and Star One Staffing. He further explained how these for-profits increase ICS' cash flow to mitigate HUD funding and also serve to assist clients in achieving self sufficiency. He mentioned that ICS borrowed money to pay for these for-profit arms and that once the debt is paid off, they intend to use the revenues generated by reinvesting them into the community with

other programs to assist low income populations and further their mission. He shared statistics regarding the numbers of families served through ICS' various programs and referenced the chart in the handout demonstrating the amount ICS has underspent on the HCV program. He highlighted the various accomplishments and awards ICS has received.

R. Gast then moved on to his response portion of his presentation: he stated that near the end of July members of the ICS management team were informed of BCHA's decision to take the HCV program in-house and they were very surprised by this decision. He explained that the HCV program is by far the largest program ICS administers and thus is the foundation to all their other programs. He stated they wouldn't be able to sustain the other programs without the HCV program and they are concerned about the various resources ICS has in place to administer these programs. He said that losing the HCV Program would cause ICS' employees to lose their jobs. He explained that one of the options the BCHA might consider is going out for Request for Proposals, but one consideration is that ICS is the only entity in Northeast Wisconsin that has the infrastructure and capability to administer the HCV program; there are some national organizations, but they are not located locally. He reiterated that ICS has done very well in administering the HCV program and have not received any notices of default from the existing contract and they would be willing to respond to them if there were any. He also explained that ICS created efficiencies in administering the program as a result of funding cuts. They would be willing to listen to and work with the BCHA with any concerns of the operations of the program. He reiterated that they are willing to work with the BCHA to renegotiate a contract and work through any concerns because if they lose this contract, their whole organization will be in jeopardy. He asked the BCHA for their consideration and to provide direction soon, not only for the sake of the organization, but also for the ICS staff who are anxious about their employment situation.

R. Strong asked Troy Streckenbach, County Executive, if he would like to add anything. T. Streckenbach stated that the letter submitted by himself and the Chairman of the County Board of Supervisors speaks for itself.

OLD BUSINESS:

5. Discussion and possible action concerning alternative staffing options for Housing Choice Voucher Program

R. Strong gave an update, explaining at the previous meeting the Authority had directed staff to look at the possibility of taking the HCV Program in-house by January 1, 2013 at no additional cost. One of the models we looked at was to have City of Green Bay employ staff who would contract with the BCHA; this would allow for an easy transition since there is an existing structure in place including the City's Human Resources Department, personnel policies, health insurance, etc. However in talking to members of the Personnel Committee, he realized this model wasn't going to be well received; therefore this employment structure is no longer being considered. The BCHA will thus have to look at other options, one being for BCHA to run a business and bring people in as employees of the BCHA. Over the next month or so, staff will need to discuss with the Commissioners how to get to that point.

T. Diedrick stated that in response to County Executive Streckenbach's letter, the matter will need to be further discussed.

R. Aicher made a motion to have the BCHA form a subcommittee, consisting of T. Diedrick as Chair and himself as Vice Chair, along with staff, to further review staffing options, to take a look at program administration in-house, and to direct staff to further explore options. D. Hallet seconded the motion, and the motion was carried.

R. Strong announced that the Administration Committee of Brown County has the BCHA on their agenda so staff will be appearing at their meeting on August 23 to share what we can with the County representatives.

REPORTS:

3. Report on Housing Choice Voucher Rental Assistance Program
 - A. Preliminary Applications
 - D. Payne reported that there were 84 preliminary applications for July 2012.
 - B. Unit Count
 - D. Payne reported that the unit count for July was 2,898 units.

- C. Housing Assistance Payments Expenses
 - D. Payne stated that the HAP expense for July was \$1,151,331.00.
- D. Housing Quality Standard Inspection Compliance
 - M. Roberts stated that there were 389 inspections for July 2012. He reported that 245 passed their first inspection with a 62.98%, 78 passed their re-evaluation inspection with a 20.05%, and 66 failed with a 16.97%.
- E. Program Activity/52681B (administrative costs, portability activity, SEMAP)
 - C. Law reported that the ICS administrative costs were under spent by the amount of \$160,610.48.
 - D. Payne stated that there were 176 port outs and 17 port ins for July 2012. She added that the 17 port ins were the VASH Vouchers.
- F. Family Self-Sufficiency Program (client count, escrow accounts, graduates, new contracts, homeownership)
 - D. Payne reported that there were 98 FSS clients, 30 with escrow accounts, 0 FSS graduates, 1 new FSS contract, and 82 homeowners. She also added some clients did not want to follow through or work on goals so they were terminated. She stated that there were going to be 10-12 new FSS contracts coming up soon.
- G. VASH Reports (active VASH, new VASH)
 - D. Payne repeated that there were 17 VASH Vouchers, none of which were new.
- H. Langan Investigations Criminal Background Screening and Fraud Investigations
 - D. Payne reported that there were 7 new investigations, 7 closed investigations, 9 active investigations, and 84 new applications.
- 4. Discussion and possible action on a request by Cardinal Capital Management to project base 52 vouchers for a veterans' housing project and Green Bay Veterans Project Section 8 Request
 - T. Diedrick stated that this item will be tabled until a future meeting.

NEW BUSINESS:

None

INFORMATIONAL:

- 7. Review of WAHA District IV Commissioner Training

T. Diedrick stated that this item will be held for the next meeting.

BILLS:

There were no questions. R. Aicher motioned to approve the bills and the motion was seconded by A. Hartman. Motion carried.

FINANCIAL REPORT:

NONE

STAFF REPORT:

NONE

Meeting adjourned at 3:49 p.m.

Kv:rah

Housing Choice Voucher Program
Financial Status Report
2012 Budget Year
As of July 31, 2012

	Budget Amount	YTD	Annualized \$	Annualized %	Remaining Budget Balance
REVENUE					
HAP Income	\$ 14,768,734	\$ 9,017,475	\$ 15,458,529	105%	(5,751,259)
Admin Fee Income	\$ 1,276,120	\$ 913,365	\$ 1,565,769	123%	(362,755)
FSS/HO Coordinator Income	\$ 135,462	\$ 79,022	\$ 135,466	100%	(56,440)
Fraud Recovery	\$ 115,000	\$ 103,458	N/A	N/A	(11,542)
Other Income (Interest & HO Payments)	\$ 2,614	\$ 3,793	N/A	N/A	1,179
Total Revenues	\$ 16,297,930	\$ 10,117,113	\$ 17,159,763	105%	(6,180,817)

EXPENDITURES

Program Expenditures					
HAP Payments	\$ 13,947,301	\$ 8,278,454	\$ 14,191,635	102%	5,668,847
ICS Admin	1,230,180	880,484	1,509,401	123%	349,696
FSS/HO Coordinator	135,462	79,022	135,466	100%	56,440
Total Program Expenditures	15,312,943	9,237,960	15,836,502	103%	6,074,983
Administrative Expenditures					
Software Upgrade	\$ 63,415	\$ 1,282	\$ 2,198	3%	62,133
Salaries	42,449	14,502	24,861	59%	27,947
Fringe Benefits	14,998	5,866	10,056	67%	9,132
Home Ownership Counseling	14,000	-	-	0%	14,000
Audit	7,718	-	-	0%	7,718
Insurance	5,576	5,309	9,101	163%	267
Other	17,737	10,170	17,435	98%	7,567
Total Administrative Expenditures	102,478	35,848	61,453	60%	66,630
Total Expenditures	\$ 15,415,421	\$ 9,273,808	\$ 15,897,956	103%	\$ 6,141,613.46

Cash Balance	\$ 1,541,546.94
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All Other
Financial Status Report
2012 Budget Year
As of July 31, 2012

REVENUE					
	Budget Amount	YTD	Annualized \$	Annualized %	Remaining Budget Balance
Interest	\$ 5,992	\$ 3,778	\$ 6,477	108%	(2,214)
Loan Repayments	\$ -		N/A	N/A	0
Revenue on Sale of Property	\$ -		N/A	N/A	0
Bond Fees & Other	\$ 6,675		\$ -	0%	(6,675)
Total Revenues	\$ 12,667	\$ 3,778	\$ 6,477	51%	(2,214)
EXPENDITURES					
Development Loan	\$ 350,000		\$ -		
HO Assistance / DPCC	\$ 30,000	\$ 5,000	\$ 8,571	29%	25,000
Staff Training	\$ 6,200.00	1,138	1,951	31%	5,062
Landlord Training	\$ 5,000		\$ -	0%	5,000
Other	\$ 11,299		\$ -	0%	11,299
Total Expenditures	\$ 402,499	\$ 6,138	\$ 10,523	3%	396,361

Unrestricted Cash Balance	\$ 1,570,984.79
Restricted Cash Balance	\$ 446,281.96

**Brown County Housing Authority
List of Bills
August 20, 2012**

<u>Description</u>	<u>Amount</u>
Conversion Program	
Section 8 Program:	
* Green Bay City Treasurer - May 12, Salaries & Fringes	4,779.96
*Green Bay City Treasurer - May 12,Printing & Postage	24.47
*Green Bay City Treasurer - Purchasing Card	151.21
*Gannett Wisconsin Newspapers - Legal Notice	69.61
*Green Bay Housing Authority-Expenses for HAPPY Software	4,332.15
*HAPPY Software - Housing Pro Upgrade	31,855.20
*John C. Huegel - Legal Fee	270.00
* Matt Schampers - HOME Training	47.90
* Matt Schampers - Quickbooks Training	236.10
* Schenck Business Solutions - Audit Fee - FY 2011	3,825.00
*WISC Association of Housing Authorities - WAHA Training	42.00
*Vande Castle S.C. - Legal Fees	1,854.41
*Wisconsin Community Action Program - Housing Conference	300.00
Vande Castle S.C. - Legal Fees	900.00
Schenck Business Solutions - Audit Fee - FY 2011	640.00
Green Bay City Treasurer - Jun 12, Postage	24.49
HAPPY Software - Integrated Document Imaging Archive	12,150.00
80-81 CDBG Program:	
* Green Bay City Treasurer - May 12, Salaries & Fringes	751.88
84 CDBG Program:	
* Green Bay City Treasurer - May 12, Salaries & Fringes	254.07
WHNCP Program:	
B.C. Rental Rehab Loans:	
Revenue Bond Program:	
WHEDA Program:	
HCRI Program:	
HOME Program:	
HOME Program-Rpd CHDO Qualify:	
Total Bills	\$ 62,508.45

* Invoices were paid between Brown County Housing Authority meetings.

**PROCEEDINGS OF THE BROWN COUNTY LOCAL EMERGENCY PLANNING
COMMITTEE – LEPC**

Pursuant to Section 19.84, Wis, Stats., a meeting of the **Brown County Local Emergency Planning Committee** was held on Tuesday July 10th 2012 at 1:30 pm at the Brown County Emergency Operation Center.

PRESENT: Jeremy Klingbeil, Dave Catalano, Michael Moore, Mike Schoen, Cullen Peltier,
 Paul Gazdik, Emery Coonen, Leon Engler, Judy Gregory, Pet Kanikula, Judy
 Friederichs

1. CALL MEETING TO ORDER:

The meeting was called to order by Cullen Peltier at 1:31 p.m.

2. APPROVAL OF AGENDA:

A MOTION WAS MADE TO APPROVE THE AGENDA. Vote taken. MOTION CARRIED UNANIMOUSLY.

3. APPROVAL OF MINUTES:

A MOTION WAS MADE TO APPROVE THE MINUTES. Vote taken. MOTION CARRIED UNANIMOUSLY.

4. LEPC ROUNDTABLE

General discussion by members

5. COMMITTEE REPORTS:

A. PUBLIC INFORMATION AND EDUCATION COMMITTEE

-Discussed the Severe Weather Expo that was put on by the Simon Group at Bay Park Square Mall.

B. EXECUTIVE COMMITTEE

-No report at this time

C. PLANNING COMMITTEE

- Alra Foods Production



6. OLD BUSINESS/OTHER BUSINESS

- A. ARES/RACES UPDATE
 - The ARES/RACES group also attended the Severe Weather Expo. Dave also spoke of the upcoming Field Day
- B. RECENT SPILLS
 - Cullen went over the reported spills in our area. Mike discussed his release at Omnova.
- C. EM Report
 - Cullen discussed the cooling shelter that was set up at the County Public Health office. Judy talked about forming a committee to create trigger points for when to open a cooling shelter in the future.
- D. PUBLIC/PRIVATE PARTNERSHIP
 - Paul reported on a training/presentation regarding the Fusion Centers. Cullen attended, along with Janet Process and Bill Marotz from the PPP. There were also several attendees from the Schneider National safety and Bulk and training teams. Schneider National has decided to incorporate reporting to the Fusion Centers as part of the driver training program, which will add another 15,000 pairs of eyes looking for things out of the ordinary. Every driver will be given training on how to utilize the Fusion center, either as part of their on-boarding or as part of their refresher training.

7. NEW BUSINESS

- a. None at this time
- 8. PUBLIC COMMENT
 - Nothing at this time.
 - 9. SUCH OTHER MATTERS AS AUTHORIZED BY LAW
 - 10. ADJOURN

A MOTION WAS MADE BY TO ADJOURN AT 2:45 P.M. 2ND Vote taken. MOTION CARRIED UNANIMOUSLY.

Respectfully submitted,

P. Gazdik
EM Coordinator

MINUTES
BROWN COUNTY TRANSPORTATION COORDINATING COMMITTEE
Monday, June 11, 2012
Green Bay Metro Transportation Center
901 University Avenue
Green Bay, Wisconsin
10:00 a.m.

ROLL CALL

Diana Brown*	<u>X</u>	Sandy Popp	<u>X</u>
Brandon Cooper	<u> </u>	Cole Runge	<u>X</u>
Pat Finder-Stone	<u>Exc</u>	Mary Schlautman	<u>X</u>
Chris Hasselbacher	<u>X</u>	Julie Tetzlaff	<u> </u>
Kathy Hillary	<u> </u>	Derek Weyer	<u> </u>
George Jackson	<u>X</u>	Tina Whetung	<u>X</u>
Debbie Johnson	<u>Exc</u>	John Withbroe	<u> </u>
Patty Kiewiz	<u>X</u>	Vacant – BC Exec.	<u> </u>
Byia Martin	<u>Exc</u>	Vacant – BC Board	<u> </u>
Barbara Natelle	<u> </u>	Vacant – BC Human Svcs	<u> </u>

OTHERS PRESENT: Devon Christianson, Lisa J. Conard, Essie Fels, Christel Giesen, Denise Misovec for Diana Brown, Beckie Pinnow, and Mai Yia Yang.

ORDER OF BUSINESS

1. Approval of the March 12, 2012, Transportation Coordinating Committee meeting minutes.

A motion was made by P. Kiewiz, seconded by C. Hasselbacher, to approve the March 12, 2012, Transportation Coordinating Committee meeting minutes. Motion carried.

2. Discussion of a possible transportation fare increase by the Lakeland Chapter of the American Red Cross.

T. Whetung provided a handout (attached to minutes). T. Whetung explained that the Lakeland Chapter of the American Red Cross transportation program is facing a budget problem. Ridership is up approximately 1,000 rides per month and the additional fuel costs associated with the additional rides is creating a shortfall. Red Cross staff is proposing increasing the one-way "fare" to \$3.00 up from the current "donation" of \$2.00. Red Cross staff is also looking to implement a stricter fare payment system. The waiver would still be in place for those who qualify and use the service for medical and nutrition trips only.

T. Whetung estimated that Red Cross does not collect the \$2.00 donation on 30% of the rides.

C. Runge asked if Red Cross was able to collect \$2.00 on the 30% of the rides, would Red Cross meet its budget without having to raise the fare to \$3.00.

B. Pinnow (American Red Cross staff) stated no. Staff has estimated that the \$3.00 fare would be necessary to cover the costs (in addition to grants via Federal 5310, State 85.21, and United Way). B. Pinnow explained that the transportation program is considered a

“non-core” or “community” service. Therefore, it cannot run a deficit. If it does, the national American Red Cross will not allow the transportation program to continue. B. Pinnow stated that staff is actively looking at other grant sources.

S. Popp asked for a definition of the fiscal year.

B. Pinnow stated that it begins July 1. Red Cross staff estimates that if the fare change was implemented on September 1, they would be able to offset the costs of the additional rides and fuel costs.

L. Conard suggested State 85.21 funds are fairly static and an increase is not likely.

D. Christianson agreed.

M. Schlautman asked about the policy that states “clients riding for life-sustaining treatments would never be denied service due to their inability to pay.”

T. Whetung explained that Red Cross generally defines “life-sustaining treatments” as dialysis, radiation treatments, or oncology services.

The committee discussed this, and the members agreed that the definition of “life-sustaining treatments” can vary from person to person.

T. Whetung reviewed the no-show policy for the Red Cross transportation program. If a client has three no-shows in a 30-day period, the client is charged \$5.00 per no-show.

P. Kiewiz reviewed the no-show policy for the Green Bay Metro Paratransit Program. If a client has three no-shows with a 3-month period, the client will be suspended for 30 days. The client has the option to pay for the costs associated with one no-show (\$15.00) and service will be resumed. The \$15.00 is based on what MV contractually charges Green Bay Metro (\$10.00 per trip plus fuel costs).

C. Runge suggested that as the population ages, demand for specialized transportation services will increase. C. Runge asked if the national American Red Cross has considered reclassifying transportation as a “core” service.

B. Pinnow stated that the “core” services provided by Red Cross were established many years ago and change is unlikely.

M. Schlautman asked if services/routes were scheduled efficiently.

T. Whetung stated that Red Cross uses the software Route Match to link trips efficiently. The software also develops a daily schedule.

C. Runge stated that approximately seven years ago, the Green Bay Transit Commission reduced the size of the paratransit service area to within $\frac{3}{4}$ of a mile of all fixed routes to comply with the Americans with Disabilities Act (ADA). Today, with medical clinics and services locating on the urban periphery, it makes providing specialized transportation services more difficult and more expensive.

The committee agreed.

T. Whetung stated that Red Cross is considering revising the waiver to make it more difficult to qualify for free service. Staff is also prepared to enforce the fare payment.

L. Conard asked how many waivers Red Cross has on file.

T. Whetung stated approximately 30.

C. Runge asked if Red Cross turns down rides.

T. Whetung stated that if a client calls the same day or day before the desired travel date, it is unlikely that there will be an opening. If there is an opening, Red Cross will attempt to accommodate the client. She also stated that the number of vehicles and volunteer drivers are constraints.

L. Conard stated that this was the finding in the *Specialized Transportation Study for Brown County* conducted in 2007.

A motion was made by S. Popp, seconded by P. Kiewiz, to support the Red Cross recommendation for a fare increase to \$3.00 per one-way trip and to encourage Red Cross to investigate methods of increasing fare payment compliance (impose stricter waiver requirements, etc.). Motion carried unanimously.

T. Whetung explained that the Red Cross (as a State 85.21 sub-recipient) would be taking the TCC's recommendation to the Aging and Disability Resource Center Board of Directors (as a State 85.21 recipient) on:

Wednesday, July 11
Aging and Disability Resource Center of Brown County
300 S. Adams Street
Green Bay, WI 54301
8:30 a.m.

3. Discussion of concerns about services provided by LogistiCare.

C. Runge stated that there are a number of emails and letters being prepared by various clients, human service agencies, and advocacy groups encouraging the state to audit LogistiCare. LogistiCare is the private firm hired by the Wisconsin Department of Health Services (DHS) to broker MA transportation. Since LogistiCare took over, many have suggested that LogistiCare is not performing well. There have been numerous incidents where clients have arranged for a trip and the provider does not show up, arrives hours late, or a vehicle arrives that cannot accommodate the user's mobility device.

Discussion occurred regarding LogistiCare.

A motion was made by T. Whetung, seconded by C. Hasselbacher, to direct Chair Cole Runge to work with Vice-Chair Sandy Popp to develop a letter on behalf of the TCC that expresses the TCC's concerns about LogistiCare's performance and to send the letter to the appropriate state officials. Motion carried unanimously.

4. Discussion of the use of paratransit tickets.

P. Kiewiz stated that at the request of various agencies, clients from ASPIRO, CP,

Innovative, Paragon, and Brown County Human Services have not been required to provide a ticket when boarding a paratransit vehicle for certain trips. Instead, Green Bay Metro staff has been directly billing the agencies at the agency rate of \$4.50 per ride. This policy went into effect on March 1, 2012.

P. Kiewiz stated that there have been numerous problems with this system. P. Kiewiz stated that some clients are using tickets for trips when the tickets are not necessary and that some clients are not using tickets when the tickets are necessary. There are a number of cases where the client states that they gave the driver a ticket and where the driver states they did not receive a ticket.

P. Kiewiz stated that sorting through all of this is taking too much staff time (numerous phone calls and emails back and forth) and usually results in Metro "writing off" tickets, which means that Metro is not compensated for these rides. In March of 2012 alone, Metro wrote off 54 \$4.50 tickets (\$243.00). To avoid the loss of staff time and revenue, Metro staff will be requiring all passengers boarding to submit a ticket or cash. Metro staff would like to see this in place as soon as possible and will work with the agencies during the transition.

L. Conard stated that the policy of collecting a fare upon boarding is consistent with transit systems throughout the country.

P. Kiewiz confirmed this practice.

5. Round robin discussion about paratransit service.

No comments were made regarding paratransit service.

M. Schlautman asked Mai Yia Yang about her mobility management services. M. Yang stated that the majority of work involves assisting with transportation as it relates to employment.

6. Other matters.

The next meeting of the TCC is scheduled for:

Monday, September 10, 2012
Green Bay Metro Transportation Center
901 University Avenue
Green Bay, Wisconsin
10:00 a.m.

7. Adjourn.

The meeting adjourned at 11:32 a.m.

Brown County Transportation Coordinating Committee Meeting

The American Red Cross is facing a revenue shortfall for this fiscal year for the following reasons;

- Rising fuel costs, budgeted \$10,000 per month; we are spending \$13,000-\$15,000 per month. The increase is not only attributed to rising fuel costs, but to increased ridership.
- Ridership is up 1,000 rides per month compared to last year at this time.

2010 Transports – 61,841

2011 Transports – 66,531

2012 Transports to Date –

For this reason we need to consider making the following changes, including but not limited to the possibility of raising client fares from \$2.00 per person, per one way ride to \$3.00 per person, per one way ride.

- Currently we do not track client donations, however we would like to change the term “donation” to “co-payment or fare”; making clients responsible to pay for the service(s) they receive. A system would be set up to track those clients not paying. Fee waivers are still an option for those who would qualify for free/reduced rides – medical & nutritional trips only. Those clients riding for life sustaining treatments would never be denied service due to their inability to pay.
- Those clients/facilities not paying as they board the Red Cross vehicle would be asked to pre purchase tickets for future rides.
- This proposal/request will be brought before the Brown County Transportation Coordinating Committee at their meeting in July.
- The increase from \$2.00 to \$3.00 would be in line with the current charge for the Para-transit Program.
- We would like to give clients at least a 30 day notice for the fare increase, would like to have in place to start September 1, 2012.

May 2012 Transportation Rides

	May 2012	May 2011	YTD 2012	YTD 2011
Rides provided:	6,634	5,482	(+1,152)	25,882 (+5,085)
Amb	5,509	4,527	(+982)	21,690 (+3,841)
WC	1,125	955	(+170)	4,192
Medical	3,715	3,145	(570)	15,206 (+2,640)
Employment	1,597	1,386	(+211)	6,684 (+756)
Nutrition	178	135	(+43)	706 (+79)
Education	84	120	(-36)	419 (+241)
Social	1,060	696	(+364)	2,867 (+1,169)
Miles driven	50,833	42,715	(+8118)	208,899 (+17,587)
Hours	3,719	3,415.5	(+303.5)	16,510.75 (+240.75)

(DRAFT) MINUTES
BROWN COUNTY TRANSPORTATION COORDINATING COMMITTEE
Monday, September 10, 2012
Green Bay Metro Transportation Center
901 University Avenue
Green Bay, Wisconsin
10:00 a.m.

ROLL CALL

Diana Brown	<u> X </u>	Sandy Popp	<u> X </u>
Brandon Cooper	<u> </u>	Cole Runge	<u> X </u>
Pat Finder-Stone	<u> X </u>	Mary Schlautman	<u> X </u>
Chris Hasselbacher	<u> X </u>	Julie Tetzlaff	<u> X </u>
Kathy Hillary	<u> </u>	Derek Weyer	<u> Exc </u>
George Jackson	<u> X </u>	Tina Whetung	<u> </u>
Debbie Johnson	<u> X </u>	John Withbroe	<u> </u>
Patty Kiewiz	<u> X </u>	Vacant – BC Exec.	<u> </u>
Byia Martin	<u> X </u>	Vacant – BC Board	<u> </u>
Barbara Natelle	<u> </u>	Vacant – BC Human Svcs	<u> </u>



OTHERS PRESENT: Lisa J. Conard and Essie Fels.

C. Runge opened the meeting at 10:00 a.m.

ORDER OF BUSINESS

1. Approval of the June 11, 2012, Transportation Coordinating Committee meeting minutes.

A motion was made by P. Finder-Stone, seconded by M. Schlautman, to approve the June 11, 2012, Transportation Coordinating Committee meeting minutes. Motion carried.

2. Discussion of the development process for the 2013 Coordinated Public Transit-Human Services Transportation Plan for Brown County. (summary document attached)

C. Runge stated that the human services transportation provisions of the federal Safe, Accountable, Flexible, Efficient Transportation Equity Act – a Legacy for Users (SAFETEA-LU) and Moving Ahead for Progress in the 21st Century (MAP-21) require the publication of a locally-developed Coordinated Public Transit-Human Services Transportation Plan.

C. Runge stated that the Wisconsin Department of Transportation (WisDOT) developed a county meeting process several years ago to comply with this requirement and staff developed a plan most recently in 2008. Many of the agencies represented on the TCC participated in the process.

A part of the process involves the development of a comprehensive mailing list of interested parties. Staff will be in contact with many of the TCC members in the coming months in an effort to finalize the list.

C. Runge stated that MPO staff is planning on conducting the required County meeting in early 2013.

C. Runge stated that anyone interested in reviewing the 2008 plan can do so on the county's website (<http://www.co.brown.wi.us> click on departments, planning, transportation,

and specialized transportation in Brown County).

3. Discussion and possible action concerning the development of a letter of appreciation to Congressmen Reid Ribble and Tom Petri for their work on the public transportation elements of Moving Ahead for Progress in the 21st Century (MAP-21).

C. Runge stated that S. Popp requested this item be placed on the agenda.

C. Runge stated that MAP-21 is considered a short-range transportation law. It will expire in two years. Language regarding flexibility was included which allows Metro and other systems in areas over 200,000 population and operating under 100 peak buses to use federal capital assistance for operating expenses.

C. Runge stated that WisDOT staff recently mentioned at a meeting that the state received approximately \$20,000,000 in discretionary capital money in the last year to distribute to transit systems in Wisconsin. However, it is anticipated that MAP-21 will bring this down to approximately \$6,000,000 over the next year.

L. Conard stated that Green Bay Metro will receive about 55% of its budget through state and federal operating assistance grants in 2012. In the recent past, it was 58.5%. As the assistance decreases, Metro is forced to increase the contribution its local partners pay (city of Green Bay and De Pere and the villages of Allouez, Ashwaubenon, and Bellevue) or cut service, raise fares, etc. L. Conard noted that the combined assistance was once 80%. L. Conard asked P. Kiewiz if WisDOT staff had provided any information on what the percentage would be for 2013.

P. Kiewiz stated that Green Bay Metro is waiting for WisDOT to answer that question. Metro staff has begun working on the initial draft budget and have included the rate of 55%. It is not known when the state will identify the exact amount.

C. Runge stated that MAP-21's flexibility provision was a short-term approach to addressing transit operating funding reductions, but this provision does not address the long-term funding issue for operations or capital expenses (buses, equipment, etc.). No new money is provided for transit operations or capital. MAP-21 only allows transit systems to use capital funds for certain operating expenses, and it is currently unknown how the state will distribute what appears to be a reduced amount of federal capital funds in the future.

S. Popp agreed that MAP-21 did not give us everything we hoped for and thanked C. Runge for the interpretation.

The committee agreed to show its appreciation for the work that Congressmen Ribble and Petri have done to date. All agreed that language stating there is more work to do would be appropriate for inclusion in the letter.

A motion was made by P. Finder-Stone, seconded by D. Brown, to direct C. Runge to write a letter on behalf of the committee to Congressmen Reid Ribble and Tom Petri that expresses appreciation for their work on the public transportation elements of MAP-21 and mentions that there is still work to be done to solve the transit funding problem. Motion carried.

4. Round robin discussion about paratransit service.

J. Tetzlaff stated that several client advocates have expressed appreciation for the excellent work of the new primary reservation/call-taker staff member at MV Transportation.

G. Jackson, MV Transportation manager, stated that MV staff continues to meet on a regular basis to discuss best practices for unique pick-up/drop-off sites as well as safety issues.

The remainder of the committee reported that MV was doing a good job.

5. Other matters.

P. Kiewiz stated that October 8, 2012, is the date the new paratransit program ticket policy will be implemented. P. Kiewiz has worked with the staff of human service agencies over the last few months to prepare for the change.

S. Popp asked if cash will continue to be accepted as well.

P. Kiewiz stated that cash will continue to be accepted.

L. Conard asked P. Kiewiz to confirm that the ticket price will vary depending on if the trip is a standard fare or an agency-related fare.

P. Kiewiz outlined the ticket system.

- \$3.00 standard fare (blue ticket)
- \$4.50 agency fare (lime green ticket for Brown County Human Services clients only)
- \$4.50 agency fare (orange ticket for all other human services agencies)

P. Kiewiz stated that Metro staff is hoping to keep the agency fare at \$4.50 in the near future. Green Bay Metro offers one of the lowest agency fare rates in the state. Many systems charge \$9.00 or more. P. Kiewiz cautioned that as budgets get tighter and tighter, Green Bay Metro might need to raise the agency fare.

L. Conard stated that it is important to note that all fare types, including monthly bus passes and daily cash fares (for the fixed route system) could change. Many local human services agencies also buy monthly or single bus ride passes for their clients and any increase will impact their budget.

C. Hasselbacher stated that members of the Brown County Human Services Department are working on the best way to internally manage the new ticket system and develop a distribution process to their clients.

P. Finder-Stone stated that she attended a Wisconsin Long-Term Care Advisory Council meeting in Madison recently. The council has created a subcommittee to evaluate LogistiCare's (Medicaid transportation service brokerage hired by the State of Wisconsin) performance. The subcommittee will forward its findings to the Governor.

S. Popp stated that the Wisconsin Department of Health Services (DHS) has been inundated with letters from various advocacy groups, clients, and the general public regarding concerns about the quality of service LogistiCare has been providing. Many of those have called for a legislative audit of the program.

C. Runge stated that an audit could find that the program is working as planned because the goal might have been to save state money by encouraging qualified clients to avoid taking medical trips at the state's expense. Although this approach could reduce state costs, it appears that many clients throughout the state have been unable to reach medical appointments. C. Runge stated that he hopes an audit would also look at the quality of service being provided by LogistiCare (e.g. on-time performance by LogistiCare transportation providers, appropriate matching of clients and vehicles, call taking procedures, and responses

to complaints that are submitted to LogistiCare).

L. Conard stated that to her knowledge LogistiCare has not shared its list of contracted private transportation providers with the public or staff. With the Coordinated Plan effort beginning in 2013, the law requires plan facilitators to invite local transportation providers to participate in the plan process. L. Conard stated that she would like to invite those under contract with LogistiCare but will need the list.

L. Conard stated that she noticed Abby Vans Inc. (a private transportation company) operating in Brown County.

S. Popp stated that Abby Vans is one of the companies under contract with LogistiCare. S. Popp has heard good reports from clients regarding the service that they received through Abby Vans.

L. Conard asked where they dispatch their vehicles.

Committee members believe the company is located in Neillsville, Wisconsin.

M. Schlautman stated that the Aging and Disabilities Resource Center staff has put together a list of companies they believe to be working with LogistiCare. M. Schlautman stated they developed the list by asking clients.

M. Schlautman subsequently provided the list to planning staff.

B. Martin stated that he has a client with a disability attending Rasmussen College. The client uses a wheelchair. The client is a fixed route bus user and has a difficult time reaching Rasmussen. The client is dropped off (using Metro's #6N inbound route) on the east side of Taylor Street across from the entrance to the parking lot for Rasmussen College (at a mid-block location). The client is having a difficult time maneuvering across the road because there are no sidewalks or crosswalks in the immediate area. Traveling from Larsen Road and Taylor Street (using the #6N outbound route) to the entrance is not an option because there are no sidewalks on the west side of the street either. Safety is a concern.

Dave Hansen of the city of Green Bay Department of Public Works has talked to P. Kiewiz about the situation. The city of Green Bay has no plans to install a crosswalk or sidewalks in the immediate area.

P. Kiewiz stated that direct bus service to the Rasmussen street entrance (the door side of a bus) would require a route change, which is something Green Bay Metro staff is not considering at the present time but could consider in the future.

The next meeting of the TCC is scheduled for:

Monday, December 10, 2012
Green Bay Metro Transportation Center
901 University Avenue
Green Bay, Wisconsin
10:00 a.m.

6. Adjourn.

The meeting adjourned at 10:48 a.m.

**Summary of the Coordinated Public Transit-Human Services Transportation Plan Process
for Brown County, Wisconsin
by the Brown County Planning Commission Staff
August 22, 2012**

Coordinated Public Transit-Human Services Transportation Plan Requirement

The human services transportation provisions of the federal Safe, Accountable, Flexible, Efficient Transportation Equity Act – a Legacy for Users (SAFETEA-LU) and Moving Ahead for Progress in the 21st Century (MAP-21) aim to improve transportation services for persons with disabilities, older adults, and individuals with lower incomes by ensuring that communities coordinate transportation resources provided through multiple federal programs. Coordination will enhance transportation access, minimize duplication of services, and facilitate the most appropriate cost-effective transportation possible with available resources. To express these goals, the county is required to publish a locally-developed Coordinated Public Transit-Human Services Transportation Plan.

The Wisconsin Department of Transportation (WisDOT) has developed a county meeting process to comply with this requirement. In the case of Brown County, the Brown County Planning Commission/Green Bay Metropolitan Planning Organization (MPO) staff was chosen to coordinate the project, conduct meetings, and write the final report. The MPO planners were chosen because they are currently responsible for reviewing federal and state program applications, need to be aware and knowledgeable of transit programs and funding streams in each county, and are an independent and objective entity.

Brown County Compliance Process

In 2006, BCPC/MPO staff facilitated the development of the first *Coordinated Public Transit-Human Services Transportation Plan for Brown County, Wisconsin*. To view the most recent version of the plan, go to <http://www.co.brown.wi.us/> and click on Departments, Planning, Transportation, Specialized Transportation, and scroll down to the plan.

Background Information

To complete the 2006 plan, BCPC/MPO staff first developed a summary of current and projected demographic data regarding the targeted population, compiled an inventory of public and private transportation providers and services available in Brown County, and developed a list of federal and state programs offering transportation assistance.

County Meeting Process and Action Plan Development

Using WisDOT-endorsed guidelines, BCPC/MPO staff also developed a list of interested parties and invited them to participate in the county meeting. The county meeting was facilitated by BCPC/MPO staff and was designed to engage interested parties to identify the following:

- Needs and gaps in transportation services
- Possible solutions to the needs and gaps
- Persons or entities responsible for addressing needs and gaps
- A timeline for implementation
- Roadblocks to implementation

Following the meeting, BCPC/MPO staff evaluated the information that was discussed during the meeting and developed an action plan.

Program of Projects Requirement

SAFETEA-LU states that any approved program of projects that utilizes federal funds through the Section 5310 (Elderly Individuals and Persons with Disabilities Capital Assistance), Section 5316 (Job Access and Reverse Commute), or Section 5317 (New Freedom) program must be identified in a published Coordinated Public Transit-Human Services Transportation Plan. Although these federal programs might be combined or renamed under MAP-21, this requirement will still exist.

2013 Plan

Federal law requires that an update of the Coordinated Public Transit-Human Services Transportation Plan be prepared a minimum of every five years. Because the 2006 plan was last updated in 2008, BCPC/MPO staff is preparing to facilitate the next plan development effort in 2013.

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